



Federation of
Westminster Special Schools
& Bi-Borough Inclusion Service

Job Advert

Post Title: Senior Finance Officer

School: Working in two maintained special schools in Westminster

Contract Type: Permanent

Hours: Full time (all year round) or Term Time only

Pay Range: Band 4 WCC £53,109 - £62,457

Start Date: As soon as possible

Advert Closing Date: Monday 3rd June 2024 (by 12 noon)

Interview/Selection Date: Wednesday 12th June 2024

The Federation of Westminster Special Schools and Bi-Borough Inclusion Service provides high quality specialist provision for children and young people aged 4-19. At an exciting time of growth, we are looking to appoint an enthusiastic and proactive Senior Finance Officer to join our Federation Business Support team.

You will be responsible for providing efficient and effective finance management; managing the Federations financial systems and processes, managing and handling day-to-day finance operations, and providing information, advice and support to the members of the Federation Leadership team to ensure the best use of financial resources and to ensure compliance.

If you have a proven track record of financial management in schools or a Local Authority (education), have strong IT skills, excellent communication skills and a real commitment to building strong working relationships with internal and external stakeholders alike, we would love to hear from you.

In return, you will join a thriving Federation with excellent CPD and the opportunity to play a key role in supporting the Federation to ensure all our children and young people receive the very best opportunities we can provide.

What we offer:

- A competitive salary
- Generous annual leave
- The chance to be part of a Federation business support team
- A commitment to staff well-being
- Employee benefits including Cycle to work scheme, Employee Assistance Programme, Travel Loan and Occupational Health Service.

To apply, please return a fully completed application form with a covering letter to fowrecruitment@hrconnect.org.uk by 12pm on Monday 3rd June 2024.

We welcome candidates to visit both the schools and an opportunity to meet the Head of the Bi-Borough Inclusion Service. Visits can be arranged by contacting HR email hr@qe2cp.westminster.sch.uk or phone 0207 221 3454 and speak to Mariam Hassan. Alternatively we can arrange for a visit on the day of the interview. **Candidates must be available for interview on Friday 12th June 2024.**

Please use the official WCC application form and job description via the following link <https://www.qe2cp.westminster.sch.uk/page/?title=Recruitment&pid=210>

At the Federation of Westminster Special Schools, we are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. You are advised that this post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 and therefore this post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service (DBS). Please be aware that schools are also required to undertake online recruitment checks on shortlisted candidates under changes to Keeping Children Safe in Education

“In line with KCSIE September 2023, an online search will be conducted as part of our due diligence checks on shortlisted candidates.”